

1996

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
January 9, 1996

The meeting was called to order at 4:04 p.m. by Mr. Berryman, Chairman. Present were Mrs. Bowen, Mrs. Davis-Barnett, Mr. Dendy, Mr. Eberhard, Mr. Elkins, Mr. Granberry, Mr. Heyl, Mrs. Johnson, Mrs. Lockamy, Mrs. Middleton, Mr. Pollock, Mr. Ruffin, Mrs. Stroud, and Mr. Tritt. Excused was Mrs. Nourse. Mrs. Ames and Mrs. Walker, and staff member Cheryl Boop were also present as well as Mrs. Blake recording the minutes. Former board members Mrs. Weeks and Mr. Firor were present as well as members of the public.

Mr. Berryman introduced and welcomed Mrs. Bowen and Mrs. Johnson as new board members and recognized Mrs. Middleton who was appointed to a full five-year term after filling an unexpired term of one year.

Gene Weeks and David Firor were thanked for their years on the board with a certificate of recognition and books donated by the board in honor of their service.

The October 10, 1995 minutes were unanimously approved as mailed upon a motion by Mr. Pollock and a second from Mr. Ruffin.

Financial Report

Mr. Tritt gave the report for information only saying we appeared to be on target. Equipment purchases may need amendment at a later date.

Public Comment

Mr. Berryman citing a three minute limit on comment, invited any of the public present to speak to the board. Amy Munnell, representing the Second Wednesday Writers Group read a prepared statement (attached) asking that the board's policy regarding the meeting rooms be amended so their group can meet here regularly. Rosemary Wood, speaking for the Fiction Writers Group, addressed the same policy issue. Also present were Joan Curtis, David Noble and Hubert Whitlow.

Demonstration of PeachNet

Cheryl Boop gave a demonstration of PeachNet, available to patrons later this month. She has scheduled training classes for both staff and the public (the board is also invited). Julie Walker explained that for dial-in lines are not yet available until administrative decisions are made at the state level.

Committee Reports

Mr. Ruffin reported for the Book Action Committee that they had met once regarding the gift to the Oconee Library of the magazine Creation. The Committee evaluated the magazine. Based on the Region's Collection Development Policy, it recommended declining the gift. This recommendation was forwarded to the Oconee County Library Board for action at that level.

Mr. Berryman reported that the Library's Endowment Fund was now accepting donations and that an organizational meeting has been held. Mrs. Glenda LaBoon and Peter Hodgson have accepted position as members at large. The group is making plans to seek donations, and to pursue fundraising efforts.

Mr. Eberhard distributed a report from a Publicity Committee meeting held January 4 (attached).

Mr. Pollock had no report for Building and Grounds.

Winterville had no report as Mrs. Lockamy said their meeting had been postponed.

Director's Report

Mrs. Ames referred the board to her written report but highlighted several items. The most crucial one involves a proposed move of public library systems out of the State Department of Education and into the Office of Technical and Adult Education. She also mentioned legislation which would let libraries establish a millage rate. Legislative Day is January 25 and board members were strongly encouraged to attend. The Friends of the Library Book Sale will be February 27 - March 3 at a place yet to be determined. The traveling Dali art exhibit, Friends sponsored, will be hung this week.

Unfinished Business

Long Range Plan. Janet Wright, Chairman of this committee, is requesting written revisions. Please notify Pam Blake of any changes from the distributed copy by the end of this month; changes will be mailed out and a telephone vote will be conducted during the week of February 19 instead of having a called meeting.

Proposed Athens-Clarke County 1997 Budget. The Finance Committee felt that salary improvement should be the #1 priority for the FY97 budget. The Library requested that Athens-Clarke County Unified Government fund the DMG study for salaried employees in Phase I. Phase II, for FY98, would then focus on improvement for part-time staff. A few minor operating costs have been increased. We are planning a breakfast meeting with the County Commission in March to demonstrate PeachNet.

New Business

Conference Room Policy. After some discussion of what changes had been made in the policy over the last few meetings and the reasons behind them, it was decided that month to month reservations for groups to use the library were not a problem. The Board left it to Mrs. Ames to institute staff training to clarify the issue.

Collection Development Policy. Julie Walker said the wording in the proposed change was suggested by other librarians to protect the library from groups or individuals who continually or repeatedly request reconsideration of the same titles. Mr. Eberhard moved with Mrs. Lockamy's second to add the following sentence to

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the Collection Development Policy: "Once a request for reconsideration has been reviewed by the Library Board, that title will not be reconsidered for a period of one year." The motion was unanimously adopted.

Internet Policy. The policy presented will need some changes and additions eventually, especially about e-mail, but for now Julie Walker explained the components. After some discussion about user responsibilities and staff monitoring the policy was unanimously approved upon a motion by Mr. Tritt and a second by Mr. Ruffin.

Mr. Berryman made the committee assignments for next year, basically keeping them the same. Next year some changes will be made.

There being no other business, the meeting was adjourned at 5:42 upon a motion from Mr. Pollock.



Kathryn S. Ames, Secretary

Minutes
Athens Regional Library
January 24, 1996

The January meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman at 3:38. Attending from Athens-Clarke County were Mr. Berryman, Mr. Pollock, Mr. Ruffin and Mr. Tritt; from Franklin County were Mrs. Sorrow, and Gen. Phillips; from Madison County were Mr. Ginn, Mrs. Delk, and Mrs. Sweeny; from Oconee County were Mrs. Purvis, Mr. Wyllie and Mrs. Stancil; and from Oglethorpe County were Mrs. Cabaniss and Mrs. Clark. Mr. Downs was excused. Mr. Veal was absent. Mrs. Ames, Mrs. Walker and staff member Cheryl Boop were also present. Mrs. Blake recorded the minutes.

Mr. Berryman welcomed new members Mrs. Cabaniss, Mrs. Delk and Mr. Pollock.

Minutes of the October 19, 1995 meeting were approved as received upon a motion from Mrs. Stancil and second from Mr. Ruffin.

The Financial Report was given by Mr. Tritt. The variations in expenditures and revenues can be explained in part to salaries which are charged back to federal grants. Detailed reports were given at each local board meeting this month. There were no questions.

Public comment. None present.

Adopt agenda. One item was added to the agenda under other business - a report and discussion about the donation of a periodical - upon a unanimous motion by Mrs. Clark and a second by Mr. Pollock.

Demonstration of PeachNet

Cheryl Boop gave a demonstration of PeachNet, available to in-house library patron's later this month. She has scheduled training classes for both staff and the public (the board is also invited). Julie Walker explained that we are on hold at this time for dial-in lines until some administrative decisions are made at the state level.

Regional Reports followed.

FRANKLIN COUNTY: Gen. Phillips reported that Franklin County is back to a full board even though Mrs. Ginn resigned.

MADISON COUNTY: Mr. Ginn reported that new branch manager, Ginni Edwards will be taking up her position after leave following the birth of her daughter. Mrs. Echols has stepped down as manager but is still an employee. Gifts from people in the county and from the Friends group total \$5000. Mr. Ginn mentioned publicity in the telephone directory about the Madison County Library and showed a newsletter done by Pat Carithers highlighting library and Friends

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activities. A recent field trip of the library was taken to determine what was left to do as part of Madison County Construction. Mr. Ginn also mentioned another circulation improvement meeting being held this weekend and invited interested board members to attend.

OCONEE COUNTY: Mrs. Purvis said that three members of the board had been replaced and that the appointee from the City of Bogart would be appointed by February 1. Mrs. Purvis also noted that the library had been in the news lately and asked for support. Peter Wyllie, speaking on behalf of the construction committee, reported that the Bogart Library decisions have been made regarding that building in selecting colors, etc. Another meeting will be held soon for the Oconee County Library. Mr. Wyllie said they had changed the layout entirely and it was very exciting to watch it take shape. Mrs. Stancil reported that the Friends were holding a computer workshop for the public.

OGLETHORPE COUNTY: Mrs. Clarke reported that the landscaping is going in at the Oglethorpe Library. Kathryn Bowen has done the design at no cost. The Rotary Club is planning to add trees along the back of the building. The library is also undergoing an energy audit by Georgia Power. Natalie Toney has resigned and been replaced by Barbara Cabaniss. A looming financial crisis regarding the utility bills is being resolved and was the result of miscommunication between the board and the commission. Circulation has increased 20% over 1994. The library has had some interesting programming lately - particularly mentioned a program on etiquette.

ATHENS-CLARKE COUNTY: Mr. Pollock reported that a writers group had protested the meeting room policy about groups regularly meeting in the library. It was a communications problem that has been resolved and the people protesting left happy. It turned out to be a good experience. The new Long Range Plan for Athens-Clarke will be adopted soon. There was a good PR discussion led by board member, Wally Eberhard.

DIRECTOR'S REPORT: Mrs. Ames' report was in writing (attached). She thanked those board members planning to attend Legislative Day tomorrow. The education reform act will be presented this week moving public libraries from the State Department of Education to the Office of Technical and Adult Education. She encouraged those not going to Atlanta to write or call their legislators about legislative needs (PeachNet in particular).

UNFINISHED BUSINESS:

1. Contracts. Approved the contract for 7% of building contract (\$910,000) for the Oconee Library and added the "not to exceed \$21,000" phrase into the Bogart contract upon a motion by

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Mr. Ginn and a second by Mrs. Clark. The motion passed unanimously.

2. Policy Manual Review. The policy manual was unanimously adopted subject to discussion and subsequent changes made today upon a motion by Mrs. Clark and a second by Mr. Ruffin.

NEW BUSINESS:

1. Unanimously authorized out-of-state travel to PLA in Portland, Oregon for Ames, Walker and Hartel, Auwarter and some funds for Firestone (FOL will contribute \$600 toward her travel) upon a motion by Mrs. Clark and second by Mrs. Cabaniss.

2. Authorized Mrs. Walker to attend Dynix update in Minneapolis for 3 days upon a motion by Mrs. Clark and second by Mr. Pollock.

3. Collection Development Policy. After lengthy discussion Mr. Ginn moved with Mrs. Clark's second to add the following sentence to the Collection Development Policy: "Once a request for reconsideration has been reviewed by the Library Board, that title will not be reconsidered for a period of one year.". The motion passed unanimously.

4. The board unanimously approved authorization for the Oconee County Board to approve final drawings; to bid both Bogart and Watkinsville building projects; and to accept the lowest qualified bid on a motion from Mr. Pollock and a second from Mrs. Clark.

Other Business:

Mr. Berryman reported that the Athens Regional Library System has received a number of petitions (over 100 names) asking that the Creation magazine be accepted as a gift to the Oconee County Library. Representatives of the Board and staff have reviewed and recommended that the donation not be accepted based on the collection development policy and the proselytizing nature of the magazine. The petitions were then turned over to the Oconee Library Board president as the board will take this up at their scheduled meeting on January 29.

There being no further business, the meeting was adjourned at 5.35 PM upon a motion by Mrs. Clark.



Kathryn S. Ames, Secretary

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
April 9, 1996

The meeting was called to order at 4:04 p.m. by Mr. Berryman, Chairman. Present were Mrs. Bowen, Mrs. Davis-Barnett, Mr. Dendy, Mr. Eberhard, Mr. Elkins, Mr. Granberry, Mrs. Johnson, Mrs. Lockamy, Mrs. Middleton, Mrs. Nourse, Mr. Pollock, Mr. Ruffin, Mrs. Stroud, and Mr. Tritt. Excused was Mr. Heyl. Mrs. Ames and Mrs. Walker, and staff member Gail Firestone were also present as well as Mrs. Blake recording the minutes.

The January 9, 1996 minutes were unanimously approved as mailed upon a motion by Mrs. Bowen and a second from Mr. Ruffin.

Financial Report

Mr. Tritt gave the report for information only saying we appeared to be at about 75% of both revenues and expenditures which is where we should be at this time. The telephone and professional services (security) expense categories may need amendment at a later date. The Library Store is at 93% of projected revenues and only 69% of expenditures so they are doing really well.

There was no public comment.

Committee Reports

Mr. Berryman reported that the Library's Endowment Fund was now incorporated. The IRS has issued a letter that we are legal and ready to do business. There have been several meetings at this point and there is a balance of \$8,838.89 in the Endowment Fund account. accepting donations and that an organizational meeting has been held. Mrs. DuPree, Chairman, asked for a document from this board formalizing the cooperative nature of the board to the Endowment board and the Friends Board. Mr. Tritt moved to adopt the resolution as presented, Mr. Eberhard second, with unanimous approval.

Mr. Eberhard had no report.

Mr. Pollock reported for Building and Grounds that the Circulation Department carpet had been repaired; the outside library sign would soon be lighted; and an answer to his requests for staff parking during the Olympics had been received (yes from School District, no from the Temple). He also reported that his committee planned to do an annual inspection of the facility in late May. The Committee has responded favorably to a request by the Athens Transit Department to erect a bus stop shelter on the corner of Baxter and Dudley. The site plans will be given to the Committee for review when they are developed.

Mrs. Lockamy reporting for Winterville said they would be putting up posters in the eastside schools advertising where the library is and the book sale will be held again this year during the Marigold Festival.

Gail Firestone was introduced as the Library's liaison with the Athens-Clarke County Friends of the Library to explain their mission and goals. She explained the 600 members conducted three annual events as fundraisers and morale boosters for the Library: annual book sale; free Family Fun Day; and annual meeting. The Friends are co-sponsoring the Georgia Mountain Theater's production of "Nightingale" on April 27 as part of the Library's 4th Birthday Celebration. Mrs. Firestone also spoke about the "Your Library Card is Worth Gold" promotion during National Library Week April 15-21 when 55 local merchants are offering discounts to customers showing their library card.

Director's Report

Mrs. Ames referred the board to her written report but highlighted circulation/use comparisons from the move into this building in 1992. She also explained the week's headline about the girl being assaulted at the library. Mrs. Ames promised the board that they would receive information packets including proposed agenda before the July meeting. Libraries will be moved from the Georgia Department of Education to the Department of Technology and Adult Education as of July 1. We should enjoy higher visibility there and it should be a good move administratively as well. Valerie Frey was named the first recipient of the staff recognition event, Employee of the Month.

Unfinished Business

A task force for presenting the budget to the Commission was named with Phil Pollock and Marion Davis-Barnett as co-chairs. The task force will meet to come up with innovative ideas for presenting the budget to the Commission as well as getting involved in the budget process early on.

An orientation and tour for our new members Mrs. Johnson and Mrs. Bowen was set for May 2 at 1:00. All board members are welcome to come.

New Business

An analysis of the reserve account shows there is money available for various needed equipment purchases. Mrs. Ames explained the shelving needs and Mrs. Walker the computer request. The entire request was unanimously approved on a motion by Mr. Eberhard and a second by Mrs. Davis-Barnett.

The archival photographic reproduction use policy was unanimously approved as amended upon a motion by Mrs. Lockamy and a second by Mr. Ruffin.

The board then received the Gwinnett-Forsyth County Library request to become part of our Dynix system. Mr. Eberhard asked why us? Mrs. Walker explained the potential financial benefits to us if they buy into our system. She stated that Forsyth County was paying for our automation consultant, Sue Epstein, to come next week to discuss this proposal and see if it would work. There are

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no details as yet, but there will probably be a called meeting in mid-may to discuss Sue Epstein's report. It was stated that we need to make sure our local government concerns are met as well so this would not cost Athens-Clarke County any additional funds.

Under Board development, Mrs. Ames discussed how the budget is put together. She suggested that the board spend time at its October meeting addressing budget priorities and that we may want to do a workshop.

There being no other business, the meeting was adjourned at 5:25 upon a motion from Mr. Pollock.



Kathryn S. Ames, Secretary

Minutes
Athens Regional Library
April 18, 1996

The April meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman at 3:30 in the library auditorium. Attending from Athens-Clarke County were Mr. Berryman, Mr. Pollock, Mr. Ruffin and Mr. Tritt; from Franklin County were Mrs. Sorrow, and Gen. Phillips and Mr. Veal; from Madison County were Mr. Ginn, Mrs. Delk, and Mrs. Sweeny; from Oconee County were Mrs. Purvis, Mr. Wyllie and Mrs. Stancil; and from Oglethorpe County were Mrs. Cabaniss and Mrs. Clark and Mr. Downs. Mrs. Ames and Mrs. Walker were also present. Mrs. Blake recorded the minutes.

Mr. Berryman introduced himself and thanked those attending to the board meeting.

Minutes of the January 24, 1996 meeting were unanimously approved as received upon a motion from Mrs. Clark and second from Mr. Ruffin.

The Financial Report was given by Mr. Tritt. He reported that the libraries are pretty much on track in revenues although some counties are behind in their contributions; explaining that some had come in since March 31, 1996. Construction funds are shown included here and will be broken out next report. Expenditures for the most part are on track (75%) at this time in the fiscal year. There were no questions about the report.

Public comment. Mr. Berryman announced that in this section of the meeting members of the public could speak for 2 minutes. Dr. Houser and Mr. Gibbs were offered 45 minutes to speak. It was decided that Dr. Houser would make a statement first and then members of the public and then Mr. Gibbs; Dr. Houser and Mr. Gibbs dividing the 45 minutes. For the record those people who wanted to speak were asked to give their full name and mailing address.

Many people in the audience took the opportunity to speak to the Board. A full record is available by contacting the Director.

Following a break of 15 minutes the meeting was called back to order at 5:19 by Mr. Berryman.

Frank Ginn moved that this item be made the next item on the agenda, Mr. Pollock seconded and the motion passed unanimously.

The issue of Dr. Houser's request was then before the board and Mr. Berryman requested a motion be made before opening discussion. Frank Ginn moved that the Athens Regional Library

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accept Dr. Houser's request to have the Creation Magazine subscription donated to the Athens Regional Library System. General Phillips seconded.

The Board then discussed the motion at length. Mr. Tritt called the question and Mr. Ginn seconded. There was more discussion and members asked that the motion be repeated.

Mr. Berryman repeated that the motion was to accept a donation from Dr. Houser of the Creation magazine into the Athens Regional Library System. There were four members voting yes: Ginn, Phillips, Veal, Cabinass. Those opposed were: Delk, Sweeny, Downs, Clark, Sorrow, Stancil, Wyllie, Purvis, Ruffin, Pollock, Tritt. The motion failed. *This vote precludes consideration of this motion for another 12 months.*

Regional Reports followed.

FRANKLIN COUNTY: Gen. Phillips reported that Franklin County is having problems on collections of funds. He hopes they can do a better job in persuading the agencies than he did this afternoon.

MADISON COUNTY: Mr. Ginn reported that three new board members have been nominated. Suffering a great loss because Pat Carithers, past Chairman, must stepped down because ~~her term has expired~~. On to buisness as usual.

*minutes corrected per vote at 7/12/96 board meeting
she has served the maximum number of terms allowed.*

OGLETHORPE COUNTY: Mr Downs reported that they had just had a big celebration for Jane Bow^{man} and Marion Johnson who are departing board members and had served on this board also. Working on a summer reading club program and other programs.

OCONEE COUNTY: Mr. Wyllie reported for the consturction projects in both Watkinsville addition and Bogart library. We've lost a little time because the site of the Bogart library has been changed and location of building on the new site is under discussion and they'll be meeting with the architects soon. Will be out to bid after that.

ATHENS-CLARKE COUNTY: Mr. Pollock reported that last week the Athens-Clark Board met and Gail Firestone gave a presentation on the Friends of the Library, but the major thing was a look back to the past 4 years in this building. Statistics show that use, etc. has soared. For example, in the Young Adult department, the circulation of materials has doubled. Library is being used

heavily and well.

DIRECTOR'S REPORT: Mrs. Ames' report was in writing (attached). She did encourage board members to use their library cards at local businesses supporting the Your Library is Worth Gold campaign this week.

UNFINISHED BUSINESS:

The board neglected to have a nominating report for officers for the current year (Mrs. Weeks, Mrs. Toney and Mr. Firor served on the committee and did not attend board meetings this year to make report). The committee did recommend that Phil Pollock for Vice Chairman, Pat Tritt as Treasurer and Peter Wyllie for at-large and they along with Bill Berryman make up the Executive Board. Mr. Ginn seconded. There were no additional nominations. Unanimous vote.

NEW BUSINESS:

1. Proposed E-mail policy. E-mail will be available by the end of this month and these policies are based on state recommendations. Mr. Ginn moved to accept the E-mail policy as proposed, Pollock second. There was no discussion. Unanimously passed.

2. Staff Develeopment day. Asking that once again that all libraries in the system be closed on Thursday, September 19 for staff development day. No problems last year, but the board asked that there be lots of publicity and announcements well in advance. Mr. Ruffin moved and Mr. Pollock seconded. Unanimously approved.

There being no further business, Mr. Berryman thanked the board for their patience and attention to the issue and a good job. Mrs. Ames was asked to report on what we have in our collection on creationsim at the next meeting. The meeting was adjourned at 6:12 PM upon a motion by Mr. Ginn.



Kathryn S. Ames, Secretary

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
July 9, 1996

The meeting was called to order at 4:00 p.m. by Mr. Berryman, Chairman. Present were Mrs. Bowen, Mr. Dendy, Mr. Eberhard, Mr. Elkins, Mr. Heyl, Mrs. Johnson, Mrs. Middleton, Mrs. Nourse, Mr. Pollock, and Mr. Tritt. Excused were Mrs. Davis-Barnett, Mrs. Lockamy, Mr. Ruffin, and Mrs. Stroud. Mr. Granberry was absent. Mrs. Ames and Mrs. Walker, and staff member Mary Jean Hartel were also present as well as Mrs. Blake recording the minutes.

The April 9, 1996 minutes were unanimously approved as mailed. There was no public comment.
The agenda was unanimously adopted.

Financial Report

Mr. Tritt gave the report and said the 16 people paid by the state are not reflected in it. The reserve fund is \$49,000. Mrs. Ames and staff were given the authority to amend the FY96 budget categories to balance them as the entire budget was within the 10% variance allowed by law. The FY97 budget is almost identical to what was actually spent in FY96. The FY97 budget was unanimously adopted upon a motion by Mr. Pollock and a second by Mr. Tritt.

Mrs. Ames thanked the members of the budget task force: Mrs. Bowen, Mr. Eberhard, Mr. Elkins, Mr. Heyl, Mr. Pollock and Mrs. Davis Barnett who went before the Commission to state the Library's needs for the coming year. They were very articulate and made a good case, but unfortunately we were not granted our request. The Board will begin working in October on another strategy and approach to use for next year. However, if the minimum wage increase passes we will have to get additional help from the Commission this year. Because we have a retirement coming up Mrs. Ames hopes to be able to move people around and have a little more to work with. She hopes to give staff a salary increase on September 1.

Mary Jean Hartel, YA/AV Librarian then gave the board a report on Olympic activities here at the library. Athens 96 funded every program we requested including Pat Shields, J. J. Reneaux, the Native American Pow Wow and John McCutcheon.

Committee Reports

Mrs. Weeks reported for the Library's Endowment Fund. She said the Endowment Board had set an achievable and modest goal of \$10,000 to raise for this year. She is going to recommend that they start with an annual fund raiser to raise \$1 per patron (we have 70,000 patrons now). Peter Hodgson, also on the Endowment Board, is going to tackle chairmanship of a committee on planned giving. The goal is to have \$1 million in five years. This board's influence is instrumental in helping catch people's imagination and contributions. Mrs. Weeks asked the library board for the names of people who will donated not only money but time as well. Mrs. Blake is going to develop a data base.

Mr. Pollock reported for Building and Grounds that the committee had done a walk around annual inspection of the facility in late May. They came up with a list of things to be done and library staff and county personnel will work on them.

Mr. Eberhard suggested that it might be time to think about considering growth options, building of branches, etc. Mr. Eberhard moved that the Board authorize the director to develop an RFP for an expansion study of the Athens-Clarke County Library. Mr. Dendy seconded stating that we could do this much without spending any money and still have a thoughtful plan of action ready by this or next fiscal year. Mrs. Bowen suggested that we do a comprehensive needs assessment first and that perhaps an intern from the Small Business Development Center might do this. The motion passed unanimously.

There was no Winterville report.

There was no Friends of the Library report.

Director's Report

Mrs. Ames referred the board to her written report but mentioned that we have several grants in progress and are hopeful of funding from some of them: \$353,000 NEH grant for development of public housing literacy program matched through the Endowment; \$30,000 DFACS for family literacy project; \$4,000 United Way literacy grant; and \$5,500 for a Dollar General literacy grant.

Automation Report

Julie Walker reported that lightning had taken the computer system down several times. She also reported on the aging of some equipment. There has been lots of use on the Internet terminals in the Reference Department. The staff is practicing the use of e-mail now in preparation of offering it to the public. The Library will have 4 free dial-in lines and as an option MCI is offering connect time at \$12 a month for 60 hours as well. Mrs. Johnson suggested that a letter be sent to the Governor and budget committee members thanking them for funding PeachNet and telling them what it means to our patrons to have it.

Unfinished Business

Mrs. Ames reported that it was not feasible at this time to broker our automation services because of the prohibitively high data line charges between Athens-Clarke County and Forsyth County necessary to provide satisfactory service.

New Business

The e-mail policy was unanimously approved following a motion by Mr. Tritt and included several changes, including setting reasonable time limits for use, and a one year renewal.

Mr. Pollock, Mrs. Nourse and Mr. Elkins will serve on the Awards Committee for the Athens-Clarke County employee of the Quarter.

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Mrs. Middleton made a motion to establish a photo archive to begin during Olympic events using up to \$5000 from Library Store proceeds. Mr. Pollock seconded and the vote was unanimous.

The financial contract with Athens-Clarke County for FY97 was approved and the chairman was authorized to sign it upon a motion by Mr. Eberhard and a second by Mrs. Middleton. The vote was unanimous.

There being no further business the meeting was adjourned at 5:50.



Kathryn S. Ames, Secretary

**Minutes
Athens Regional Library Board
July 18, 1996**

The July meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Pollock, Vice Chairman, in the absence of Mr. Berryman, at 3:30. Attending from Athens-Clarke County were Mr. Ruffin and Mr. Tritt; from Franklin County were Mrs. Sorrow, and Mr. Veal; from Madison County were Mr. Ginn, Mrs. Delk, and Mrs. Sweeny; from Oconee County were Mrs. Purvis, Mr. Wyllie and Mrs. Stancil; and from Oglethorpe County was Mr. Downs. Excused were Mr. Berryman, and Mrs. Clark. Mrs. Cabaniss was absent and Gen. Phillips has resigned. Mrs. Ames, Mrs. Walker and Mary Jean Hartel from the library staff were also present. Mrs. Blake recorded the minutes.

The minutes of the April 18, 1996 meeting were unanimously approved as corrected upon a motion by Mr. Wyllie and a second by Mrs. Purvis.

Mr. Tritt gave the Financial Report for the year ending June 30, 1996. He noted that Franklin County did receive another \$4,000 from the County Commission and that Oglethorpe should receive an additional \$7,000 from that County Commission. There is still some federal money outstanding. On the Expenditures side in Oglethorpe the utilities and cleaning are what put them out of sync. Mr. Tritt noted that nearly \$121,000 was collected in the fines/fees category region wide. This is 10% of the budget and may be a future revenue source if the amount of fines were to be raised. Mrs. Walker was asked to find out how our fines/fees charges compare to others. It was suggested this be an item on the next agenda since it has been five years since the Board set present fee levels.

There was no public comment.

The agenda was unanimously adopted upon a motion by Mr. Ruffin and a second by Mr. Downs.

Staff Report

Mary Jean Hartel, YA/AV Librarian reported on Olympic events and activities and programming in all counties for the summer.

Regional Reports

Franklin County: Mr. Veal reported that the quarterly board meeting was cancelled and needed to be rescheduled. General Phillips has resigned, he finished his term and has decided not to seek reappointment.

Madison County: Mr. Ginn reported there are three new board members who will be having orientation the first week of August here in Athens. He also reported that the budget had been approved by both the Board of Education and the County Commission. The new branch manager is out doing a lot of PR work for the new library. Local publicity in the paper has been outstanding.

Oconee County: Mrs. Purvis noted the regular board meeting had been rescheduled for next Wednesday because of bid opening for the Oconee Library on July 10. Mr. Wyllie reported that when the construction bids were opened, the lowest bid was \$150,000 over budget which was \$954,000. The architect will meet with the low bidder and see what can be done to lower costs. The Bogart project is now being advertised for bid with bid opening set for August 8 at 3 p.m.

Oglethorpe County: Wingate Downs as the new chairman reported that lightning had hit the building and done some damage. The roof was fixed within 2 hours with community help. The computers are still out. There has been incredible summer reading club participation. Mr. Downs noted the budget shortfall of \$16,000 which the county and library board are trying to work out. The Board of Education decided not to help out. There is a new library sign coming for the library building. There are four vacancies on the board and they are going to take applications and try to become more professional about the whole process.

Athens-Clarke County: Mrs. Ames referred to the written report and added that all members should have received invitations to the reception for the Mayor of Athens Greece for Sunday, July 21. She invited all board members to attend. Mrs. Ames also mentioned an issue that has come up regarding a child asking for a deaf interpreter(which costs \$40 each time)for the programs attended in Athens even though the family lives in Jackson County. Since they are not part of our region Athens would like to bill this back to Jackson County. This is an ADA issue. It was suggested that a solution may be to give the program to the child in printed form or that one of our staff members may be sent for additional training in signing.

Unfinished Business

Mrs. Ames reported that the move to the Department of Technical and Adult Education is going well. Commission Breeden's intent is to involve all board members and library staff and to talk with us all about the future of libraries in Georgia.

Judy Atwood of the Athens-Clarke Library staff has met with Ronald Houser to get his input on titles to build the collection further. Many of those Mr. Houser suggested are out of print. Mr. Berryman has received another letter from the lawyer saying we were correct in that we didn't have to accept the magazine. Mr. Wyllie noted that he had donated a copy of the Creation magazine to the Prince Avenue Baptist Church. Mr. Ginn said he would like us to readdress our gift policy spelling out that the library has the right to decline a gift. Mr. Pollock appointed a committee of Mr. Ruffin as Chair, Mr. Wyllie, Mrs. Stancil and Mr. Ginn to look at the gift statement. Mr. Ginn explained his motion at the last meeting to the board members.

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Board members received a copy of the audit report prior to the meeting. All of the findings have been cleared up except for two things. One is the inventory finding - until the state comes up with software, this is not computerized and not possible. The other is the separation of responsibilities - not enough people in the business office. This will remain because we cannot afford to hire the number of people it would take to remove this finding. Celise Poole, the new business manager will take care of the other findings.

New Business

Talking Book Center grant is the only state grant that has an increase. The \$2000 increase will be put in salaries to cover the librarian's salary and benefits. The rest of the budget is the same.

The M & O budget is the same amount as the last 5 years.

State Materials budget amount is the same as the last 5 years as well, only the distribution is different.

The Regional share of each county is on a per capita basis. the OPB population figures have also remained the same for the last 5 years.

Mr. Ginn moved that the budgets be adopted, Mr. Wyllie seconded and the motions was passed unanimously.

The Oconee Library Board was unanimously authorized to negotiate the bid down to the \$954,000 budget figure on the construction contract upon a motion by Mr. Ginn and a second by Mr. Wyllie.

The Oconee Library Board was unanimously authorized to accept the low bid(within budget) at the August 8 bid opening for the Bogart project upon a motion by Mr. Wyllie and a second by Mr. Downs.

There being no further business, the meeting was adjourned at 4:40 p.m.

Kathryn S. Ames
Kathryn S. Ames, Secretary

MINUTES
ATHENS-CLARKE COUNTY LIBRARY BOARD
October 8, 1996

The meeting was called to order at 4:00 p.m. by Mr. Berryman, Chairman. Present were Mrs. Davis-Barnett, Mr. Heyl, Mrs. Johnson, Mrs. Lockamy, Mrs. Middleton, Mrs. Nourse, Mr. Pollock, Mr. Ruffin, and Mrs. Stroud, Mr. Tritt and Mr. Dendy who arrived at 5 p.m. Excused were Mrs. Bowen, Mr. Eberhard, and Mr. Elkins. Mr. Granberry resigned September 16, 1996. Mrs. Ames and Mrs. Walker were also present.

The July 9, 1996 minutes were unanimously approved as mailed upon a motion by Mr. Tritt and a second from Mr. Pollock.

Mr. Tritt presented the financial report for information only.

Katrina Parker and William Park made a public comment about an incident at the library involving computer usage. Mr. Park's press release is attached.

In response to this discussion, the agenda was unanimously adopted following a motion by Mr. Ruffin with a second by Ms. Johnson to move the computer use policy review to be the next item on the agenda.

Following some discussion, the revised computer use policy (attached) was unanimously adopted upon a motion by Mr. Pollock and a second from Mr. Tritt.

Committee Reports

Plans are going forward for the kickoff of the Endowment fund drive on December 1 according to Mr. Berryman. He referred to the progress report attached for further information.

Mrs. Nourse reported for the Friends about their November 16 fund raiser with 10 local authors and a silent auction. The annual meeting is October 30 and features a program from the Georgia Mountain Theater.

Mr. Pollock reported that the county is continuing to work with the library to take care of items the Building and Grounds Committee noted at its annual inspection.

According to Mrs. Lockamy, the Winterville City Council has approved \$4,000 for the library. She also mentioned that the City would like a museum moved to the library. Space and insurance would all be considerations as well as the impact on the branch manager. Mrs. Ames will meet with Mrs. Lockamy and branch manager, Gwen Lott, to see what the impact will be.

Director's Report

Mrs. Ames referred the board to her written report but mentioned four additional items: 1) a Breakfast meeting with the Downtown Business Council will be held sometime this fall. 2) the shelving authorized last year is now here and is being installed. 3) SPLOST is progressing. The library is working with both ENSAT

and the Lyndon House. 4) Grants applied for include a Georgia Humanities Council grant for \$7,800, Grassroots Arts Grant for \$1,000, Barbara Bush Literacy Grant for \$50,000, Challenge Grant for \$335,000 and DFCS grant for \$30,000.

Unfinished Business

Mrs. Ames referred the board to the copy of Al Crace's response to the Minimum Wage increase request which was mailed to each board member. She noted that because of an insurance refund, part of the shortfall had been made up and applied to salaries; staff have been advised to reduce all non-essential supply requests. A significant effort to improve salaries will be essential in the coming year.

New Business

Julie Walker discussed the pilot school-library technology project with Clarke Middle School. For internet access, the school would run and pay for fiber optic cable to the library.

The fee for reserves policy will remain as it is upon a motion by Mrs. Lockamy and a second by Mrs. Stroud; unanimous vote.

The consensus of the board was that the staff member publishing her book should be treated as all other authors and be allowed to have a book signing and sale of her books. The board also offered Mrs. Colegrove their congratulations.

Board Development

Several future and on-going budget items were discussed as the FY98 budget is normally submitted to the Unified Government in December. Board members were urged to contact Finance Committee chairman, Marion Davis-Barnett with ideas. The process used in previous years was discussed.

Other Business

The Library has been invited to attend a meeting at Alps School November 11 regarding the SPLOST money for parks at each school.

There are four vacancies on the Library Board. The two members eligible for reappointment will be mailed applications when they are available.

Mr. Berryman showed the Certificates of Appreciation for Mr. Elkins and Mr. Granberry and noted that books would be added to the collection in honor of each.

There being no further business the meeting was adjourned at 5:10.


Kathryn S. Ames, Secretary

**Minutes
Athens Regional Library Board
October 17, 1996**

The October meeting of the Athens Regional Library Board of Trustees was called to order by Mr. Berryman, Chairman, at 3:40. Attending from Athens-Clarke County was Mr. Pollock; from Madison County were Mrs. Delk, and Mrs. Sweeny; from Oconee County were Mrs. Purvis, Mr. Wyllie and Mrs. Stancil; and from Oglethorpe County was Mr. Downs, Mrs. Clark and Mrs. Cabaniss. There were no trustees present from Franklin County. Excused were Mr. Ruffin and Mr. Tritt. Absent was Mr. Ginn. Mrs. Ames, Mrs. Walker and MaryAnne Driver and Gail Firestone from the library staff were also present. Mrs. Blake recorded the minutes.

The minutes of the July 18, 1996 meeting were unanimously approved upon a motion by Mr. Pollock and a second by Mrs. Purvis.

Mrs. Ames gave the Treasurer's report in Mr. Tritt's absence. Most county budgets have been approved and bills have been sent to funding agencies. Revenues and expenditures are just about on target at 25% which is where they should be at this stage of the year. Franklin County cash flow is not a problem yet, but the Board did not meet in July so their budget is not yet approved.

There was no public comment.

The agenda was unanimously adopted upon a motion by Mrs. Clark and a second by Mr. Wyllie.

Board Development Presentation

MaryAnne Driver, Gail Firestone and Wingate Downs made a presentation and led a discussion on the role of the board based on a workshop they attended on October 9, 1996. Many interesting issues were raised including the fact that the board has only 1 employee, the Library Director. The discussion led to a request by the board that the treasurer's report be mailed out prior to every board meeting (both county and regional).

Regional Reports

Oglethorpe County: Mr. Downs reported that some "new building" problems were trying to be resolved, particularly a roof leak. There has been a donation of granite for a new sign at the library. Look for it soon. The board is hoping to fill several vacancies within the next few weeks.

Madison County: Mrs. Delk reported that a policy regarding gifts to the library had been discussed and that a grounds committee will be meeting soon about the landscaping. Three new board members will be coming for a board orientation here tomorrow. Mrs. Sweeney added that publicity has been outstanding for the library and its activities.

Oconee County: Mrs. Purvis stated that Mr. Houser had asked for another review of the policy on accepting the Creation magazine but the issue wasn't discussed as policy states that it cannot be reviewed for one year. The next library board meeting will be next week here at the headquarters library because the Oconee Library is now closed. Mr. Wyllie reported for the building committee that the library is pretty well gutted and that this had happened pretty fast although finances had dictated doing it this way. It will cost about \$50,000 to store furniture and books and will pretty much eat up the contingency fund. Bogart should be able to make budget after some negotiations with architect, contractor and interior designer. That building has to be under construction by mid-November. Oconee staff are deployed in various places in headquarters and at Bogart. The Bookmobile is in Oconee County every weekend and there are expanded hours at the Bogart Library so that patrons can still be served. Mrs. Stancil reported that their Friends of the Library's annual meeting will be Nov. 10 at the Chamber of Commerce building in Watkinsville and will be a "hard hat" party with the theme "Books Under Construction." A panel of local authors will discuss the process of publishing.

Franklin County: no report

Athens-Clarke County: Mr. Pollock talked about the public comment which was made at the board meeting and which most board members had probably read about in the local newspaper. The computer use policy was changed as a result. In regard to this issue, Mr. Berryman said that the Athens-Clarke County board had responded properly by doing what it was authorized to do and nothing more. There was some more discussion of the earlier presentation on board development and the issues raised about the board's role. Mr. Downs suggested that the library have its own press release prepared if we have an issue again (or to meet immediately afterwards in crisis management) so that background information and quotes from board members could be provided for the newspapers.

Mr. Pollock continued and reported that the Endowment Board hoped to raise \$1 from all 70,000 card holders when it kicks off its fund drive. The Winterville City Council has funded \$4000 this year for the library. The Athens-Clarke County government had refused a library request for additional funds to cover the raise in the minimum wage. Fortunately there is an insurance refund which will almost cover the amount needed. Julie Walker reported about the Clarke Middle School/Library demonstration project to hook up the Internet from our facility. The fiber optic cable will be the major expense and the school has a grant to pay for all costs. Mr. Pollock ended by reporting that there are four vacancies on the board.

Director's Report

Mrs. Ames invited board members to read her report, but called attention to the annual report statistics provided on the last page. Mr. Wyllie asked that the number of books removed from the collection be added next time to put the collection size in perspective. Mrs. Ames also noted that there is a real problem in Franklin County and it has to do with the Royston advisory committee not the Franklin County Board. She referred members to the letter from Tom Ploeg, director of the Office of Public Library Services. Mrs. Ames also mentioned the staff reorganization process which is going on at this time and the impact this would have on the branch libraries.

Unfinished Business

Julie Walker reviewed the Public Library Fine Survey which she was asked to conduct at the last meeting. The staff recommendation was to leave the general book fines for adults and children as is, but to implement a fine of 25 cents per day for browsing books, best sellers and lease plan titles. It was also recommended that the video fines be lowered to \$1 per day. After some discussion Mr. Downs moved that these recommendations be implemented, Mrs. Clark seconded and the motion passed unanimously.

Mrs. Walker also discussed Internet expansion into the region. The legislature did not pass funding for the roll-out to the region which is having a big impact on our system. The problem is the costs of telephone lines. None of the branches have but 1 phone line and the extra costs involved for each budget would be prohibitive. The state is negotiating a deal with MCI but it won't cover access to our Franklin County branches. We have 4 lines funded and our solution is to give these to the branches.

New Business

The board unanimously approved Food for Fines the week of November 17-24 with all food collected going to the local food banks of each county upon a motion by Mr. Pollock and a second from Mr. Downs.

The construction contract with CCC of Vidalia for Oconee County Library (Watkinsville) addition and renovation for \$1,022,669 was unanimously approved upon a motion by Mrs. Clarke and a second by Mr. Downs.

The construction contract with CCC of Vidalia for Bogart Branch library construction for \$337,870 was unanimously approved upon a motion by Mrs. Clarke and a second by Mr. Downs.

The Oconee County Library Board was unanimously authorized to bid the furniture and equipment package for both facilities, to accept the lowest qualified bid and to report at the next regional meeting upon a motion by Mrs. Clark and second by Mr. Pollock.

The 1997 holiday schedule was unanimously approved following some discussion upon a motion by Mrs. Clark and a second by Mrs. Stancil.

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The Fax equipment policy was unanimously approved as amended following a motion by Mr. Clark and a second by Mr. Downs.

Other Business

The Assistive Technology Grant for the Disabled of \$13,250 was unanimously accepted upon a motion by Mrs. Clark and a second by Mr. Pollock. Each county will receive \$850.

Board members were invited to read the summary of Staff Development Day.

There being no further business, the meeting was adjourned at 5:25 p.m.



Kathryn S. Ames, Secretary